Earthquake Preparedness Plan

_____ County Emergency Management #: (___) ___ - ____
Offsite Storage Address: _____

Primary Emergency Contact: _____
Phone: (___) ___ - ____

Secondary Emergency Contact: _____
Phone: (___) ___ - ____

Staff Preparation Structural Safety

- ☐ Maintain clear evacuation procedures and conduct regular drills
- ☐ Assign staff roles for post-event safety checks and collection stabilization
- ☐ Post visible emergency contact signage throughout the facility
- ☐ Identify and map high-risk structural zones within the facility
- ☐ Secure shelving systems, storage units, and tall furniture to structural supports
- ☐ Anchor mechanical systems including HVAC and utilities
- ☐ Maintain clear, unobstructed evacuation routes throughout the building
- ☐ Inspect and maintain seismic restraints on a regular schedule

Collection Protection and Storage

- ☐ Store heavy materials on lower shelves to reduce falling hazards
- ☐ Secure framed works, artifacts, and boxed collections with restraints where appropriate
- ☐ Purchase or maintain protective padding and stabilization materials for emergency use
- ☐ Identify and prioritize irreplaceable collections for emergency salvage

Emergency Response

- ☐ Do not re-enter damaged buildings until cleared by qualified authorities
- ☐ Prioritize human safety over collection recovery at all times

Supply	**Purpose**
Seismic straps/restraints	Secure shelving and objects
Foam padding	Cushion objects
Crates	Protect high-value materials
Hard hats	Staff safety
Caution tape	Mark unsafe areas